

**MAIL TO:**

STATE OF UTAH  
 DIVISION OF PURCHASING  
 3150 STATE OFFICE BUILDING, STATE CAPITOL  
 P.O. BOX 141061  
 SALT LAKE CITY, UTAH 84114-1061  
 TELEPHONE (801) 538-3026  
<http://purchasing.utah.gov>

**Request for Proposal**Solicitation Number: **NO5586**

Due Date: **06/14/05 at End of Day**

Date Sent: May 31, 2005

**Agency Contract**

Goods and services to be purchased:

**DOCUMENT PREPARATION AND WRITING SERVICES REGARDING NEPA REQUIREMENTS FOR HABITAT RESTORATION IN RICH COUNTY, UT.**

**Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes ____ No _____. If no, enter where produced, etc. _____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH  
DIVISION OF PURCHASING**

**Request for Proposal**

Solicitation Number: NO5586

Due Date: 06/14/05

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**Vendor Name:**

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DOCUMENT PREPARATION AND WRITING SERVICES REGARDING NEPA REQUIREMENTS FOR HABITAT RESTORATION IN RICH COUNTY, UT, PER THE ATTACHED SPECIFICATIONS.

**QUESTIONS ON SPECIFICATIONS CALL MICHELLE HERRELL AT (801) 538-4805.**  
QUESTIONS ON PURCHASING PROCESS (NOT RELATED TO SPECIFICATIONS) CALL NANCY ORTON AT (801) 538-3148.  
RX: 560 55800100023  
COMMODITY CODE: 96132, AND 92535

## REQUEST FOR PROPOSAL - INSTRUCTIONS AND GENERAL PROVISIONS

**1. PROPOSAL PREPARATION:** (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time of services and products as proposed is critical and must be adhered to. (e) All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) Incomplete proposals may be rejected. (g) This proposal may not be withdrawn for a period of 60 days from the due date. (h) Where applicable, all proposals must include complete manufacturer's descriptive literature. (i) By signing the proposal the offeror certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices offered are correct.

**2. SUBMITTING THE PROPOSAL:** (a) The proposal must be signed in ink, sealed, and delivered to the DIVISION OF PURCHASING (DIVISION), 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope.** (b) Proposals, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section 3-209. (c) **Your proposal will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of proposals to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the proposal for consideration and approval by the Division of Purchasing & General Services (DIVISION). Upon award of the contract, the shipping terms will be F.O.B. Destination with all transportation and handling charges paid by the Contractor, unless otherwise specified by the DIVISION. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the state unless specifically included in the proposal and accepted by DIVISION. (e) By signing the proposal the offeror certifies that all of the information provided is accurate and that he/she offers to furnish materials/services for purchase in strict accordance with the requirements of this proposal including all terms and conditions.

**3. SOLICITATION AMENDMENTS:** All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

**4. PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the state.

**5. BEST AND FINAL OFFERS:** Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

**6. SAMPLES:** Samples, brochures, etc., when required, must be furnished free of expense to the state and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

**7. DIVISION APPROVAL:** Contracts written with the State of Utah, as a result of this proposal, will not be legally binding without the written approval of the Director of the DIVISION.

**8. AWARD OF CONTRACT:** (a) The contract will be awarded with reasonable promptness, by written notice, to the responsible offeror whose proposal is determined to be the most advantageous to the state, taking into consideration price and evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The contract file shall contain the basis on which the award is made. Refer to Utah Code Annotated 65-56-21. (b) The DIVISION can reject any and all proposals. And it can waive any informality, or technicality in any proposal received, if the DIVISION believes it would serve the best interests of the state. (c) Before, or after, the award of a contract the DIVISION has the right to inspect the offeror's premises and all business records to determine the offeror's ability to meet contract requirements. (d) The DIVISION will open proposals publicly, identifying only the names of the offerors. Proposals and modifications shall be time stamped upon receipt and held in a secure place until the due date. After the due date, a **register** of proposals shall be established. The **register** shall be open to public inspection, but the proposals will be seen only by authorized DIVISION staff and those selected by DIVISION to evaluate the proposals. The proposal(s) of the successful offeror(s) shall be open for public inspection for 90 days after the award of the contract(s). (e) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

**9. ANTI-DISCRIMINATION ACT:** The offeror agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also offeror agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

**10. WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

**11. DEBARMENT:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

**12. ENERGY CONSERVATION AND RECYCLED PRODUCTS:** The contractor is encouraged to bid Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. The State of Utah also encourages contractors to bid products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

**13. GOVERNING LAWS AND REGULATIONS:** All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33). These are available on the Internet at [www.purchasing.utah.gov](http://www.purchasing.utah.gov).

(Revision 1 Mar 2005 - RFP Instructions)

# **REQUEST FOR PROPOSAL**

Solicitation Number NO5586

for

DIVISION OF WILDLIFE RESOURCES

HABITAT INITIATIVE

PREPARATION OF ENVIRONMENTAL DOCUMENTS TO FULFILL NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REQUIREMENTS FOR A HABITAT RESTORATION PROJECT INVOLVING MECHANICAL TREATMENT IN RICH COUNTY, UTAH

## **Purpose of Request for Proposal**

The State of Utah, Division of Wildlife Resources (Division), is soliciting offers for a fixed-price contract with an environmental consulting firm to prepare an environmental document for our Habitat Initiative<sup>1</sup> program. The purpose for this contract is to assist the Division in preparing **one** NEPA compliance document to fulfill requirements for a habitat restoration project involving federal funding or lands acquired in part with federal funding.

This Request for Proposal (RFP) is designed to provide interested offerors with sufficient information to submit proposals for the needed scope-of-work (SOW).

## **Project Background**

Sagebrush is the most important winter food of big game species in the state, and large areas have been identified throughout the state where sagebrush die-off has reached critical stages. Under current habitat conditions, a severe winter would likely lead to heavy mule deer and elk mortality and movement of these species into agricultural and urban areas where increased damage to property could occur. Other species are also dependent upon sagebrush habitats, such as the greater sage-grouse, the Columbian sharp-tail grouse, and the pygmy rabbit. The decline in populations of both grouse species has been linked to the decline in sagebrush-steppe habitat available.

The primary purpose of this habitat restoration project will be to improve sagebrush steppe habitat that is needed for survival of some species in the state. The secondary purpose will be to address long-term decline of sagebrush steppe in the state due to age decadence and successional changes.

The Division wants to restore habitat for sagebrush obligates and plans on treating dense sagebrush stands that lack an herbaceous understory on private property. This project will involve using mechanical treatments to open the understory for browse species. The area will be re-seeded following the mechanical treatments with grasses, forbs and shrubs.

The Division is committed to devising a restoration policy that will quickly address our immediate concerns and re-establish a healthy habitat for wildlife in the State of Utah. Before any habitat restoration work can take place, compliance with the National Environmental Policy Act must be satisfied for projects partially funded by the U.S. Fish and Wildlife Service or for projects occurring on properties purchased with partial funding from the U.S. Fish and Wildlife Service.

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<sup>1</sup> Utah Division of Wildlife Resources. "Habitat Annual Report." Utah Division of Wildlife Resources Wildlife Review XVI(4) (2003): 15-22.

### **Issuing Office and RFP Reference Number**

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Utah Division of Wildlife Resources. The reference number for this transaction is Solicitation NO5586. The number must be referred to on all proposals, correspondence and documentation relating to the RFP.

### **Submitting Your Proposal**

One original and five identical copies of your proposal must be received at the State of Utah, Division of Purchasing, 3150 State Office Building, Capitol Hill, Salt Lake City, Utah 84114, prior to closing date and time indicated. Proposals received after the deadline will be considered late and ineligible for consideration.

### **Length of Contract**

The contract will be for a period of approximately three to six months with the option for extension at the State's discretion and by mutual agreement.

### **Price Guarantee Period**

All pricing must be guaranteed for the entire term of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount, which will be determined by the Division of Purchasing.

### **Standard Contract Terms and Conditions**

Any contract resulting from this RFP will include the State's standard terms and conditions. These may be accessed at: <http://www.purchasing.utah.gov/contractinfo/TermsAgency.pdf>

### **Questions**

All questions related to technical content must be submitted in writing to Michelle Herrell, NEPA Coordinator via email at [michelleherrell@utah.gov](mailto:michelleherrell@utah.gov) or via fax at (801)-538-4745. All questions related to the procurement process must be submitted to Nancy Orton, Purchasing agent at [norton@utah.gov](mailto:norton@utah.gov) or via fax at (801)-538-3882. Questions are due by June 6, 2005. Questions received after that day will not be answered. Answers will be given via an addendum posted on the Division of Purchasing website at: <http://www.purchasing.utah.gov>

### **Discussions with Offerors (Oral Presentation)**

An oral presentation by an offeror to clarify a proposal may be required. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

### **Proprietary Information**

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of Utah and may be returned only at the State's option.

### **Scope of Work (SOW)**

The offeror will provide the following services:

The individual project will be forwarded to the offeror who will complete the full range of NEPA compliance work. Any other environmental compliance issues that the offeror deems important that are not specifically addressed in the SOW can be addressed in the proposal. All contracted companies will be required to adhere to all state and federal laws. The successful environmental consulting firm should meet the following conditions:

1. Provide final documents (environmental assessments or environmental impact statements) that adhere to accepted NEPA standards, as determined by the Council on Environmental Quality guidelines and the U.S. Fish and Wildlife Service Region 6 Division of Federal Assistance (Service).
2. The environmental documents must include the following components and appendices to support the plan and should not be considered all-inclusive; the vendor shall have the ability to expand on any or all of the components listed below. Information contained within the RFP should be considered as the minimal information required in an environmental document:
  - a. Chapter One: Purpose and Need**
    - i. Must adequately describe what the purpose of the project is and why it is needed.
    - ii. Must provide background information to support the purpose and need.
  - b. Chapter Two: Alternatives**
    - i. Must have a no action alternative that adequately summarizes the current baseline conditions.
    - ii. Must have a proposed action alternative that is explained in detail so that the general public could understand what is happening.
    - iii. Must have at least one other alternative to the proposed action. This must be a reasonable alternative that is both technologically and economically feasible.

- iv. Must list alternatives that were considered but eliminated and explain why they were eliminated from further analysis.
- v. Must include a summary matrix comparing the alternatives and environmental consequences.
- c. *Chapter Three: Affected Environment***
  - i. Must determine what resources are likely to be affected from the proposed action.
  - ii. Must describe affected resources with enough detail so that the general public can understand what is occurring on the property.
  - iii. Must mention the presence or absence of critical features of the environment such as federally listed species or critical habitat, 100-year floodplains, wetlands, prime or unique farmlands, national parklands, cultural or historic resources, etc.
- d. *Chapter Four: Environmental Consequences***
  - i. Must evaluate how each alternative will impact the affected resources listed in Chapter Three.
  - ii. Must give hard data and references to back up expected impacts to the environment.
  - iii. Must adequately address direct, indirect, long-term, short-term, and cumulative impacts. If any irretrievable and irreversible commitments of resources exist, they must be identified and discussed.
  - iv. Cumulative impacts must be addressed in detail.
- e. *Chapter 5: Consultation, Coordination and Compliance with other Laws***
  - i. This chapter needs to address how other state and federal laws, regulations, executive orders, etc. are being complied with in this environmental assessment.
  - ii. This chapter needs to list agencies and people who were consulted with during the preparation of this document.
  - iii. If any agencies were coordinated with in preparation of this document, they need to be listed in this chapter.
- f. *Other material:***
  - i. References for all literature cited in the document must be listed.
  - ii. Figures, graphs, tables, photographs, etc. must be included in the document in appendices.
  - iii. A list of preparers and their credentials must be included.
  - iv. If there are numerous acronyms in the document, in addition to their being spelled out in text where they first occur, please list them on a page and include it for readers' convenience.
  - v. A title page and table of contents will be needed.

- 2. Be available for any necessary public meetings or consultations.
- 3. Be available to do field visits with Division personnel.
- 4. In coordination with the Division and the Service, develop creative solutions that mitigate to the degree possible all significant project impacts.
- 5. Conduct periodic checkpoint conferences with the Division, the Service, and/or other cooperating agencies in the process.
- 6. Provide draft documents for interagency and/or public distribution and review, as appropriate. Deadlines for each environmental assessment or environmental impact statement will be set at the time when the project is received by the environmental consulting firm.

7. Develop final documents which incorporate responses to public and agency comments to said documents. Deadlines will be set for these documents at the time when the project is received by the environmental consulting firm.

The successful environmental consulting firm shall furnish all services required for these projects. Such services include, but are not limited to, project orientation and site visits; technical evaluations of information and supporting materials included in environmental assessments and environmental impact statements; production of maps, sketches and other graphic material; quality control of documents; etc.

The environmental documents will be conducted in close coordination with Division personnel and the U.S. Fish and Wildlife Service Region 6 Division of Federal Assistance. The primary point of contact for these documents will be with the Division's NEPA Coordinator. The environmental consulting firm shall give a timeline for all documents, showing target dates and other appropriate milestones. Meetings will be held to discuss progress, answer questions, and resolve problems in an expeditious manner. Meetings will generally be held in the Division's Salt Lake City Office.

Environmental consulting firms may include in their proposal additional work items that, in their opinion, may help achieve overall objectives or provide higher quality products. Environmental consulting firms should incorporate the additional costs of these recommended activities into the proposed budget as clearly identifiable line items.

#### **Proposal Requirements and Company Qualifications**

The selected vendor should have a proven track record in completing environmental compliance documents. The vendor will be expected to have access to necessary support personnel to adequately assess the affected environmental components (physical resources, vegetation, wildlife, etc.). See Proposal Evaluation Criteria for further explanation on company qualifications and prior experience.

#### **Right of Refusal**

The Division may refuse or reject any or all proposals.

#### **Proposal Response Format**

All proposals must follow the format specified herein. Offerors must follow the specific order of the outline and address each subject in their proposal. This format is designed to facilitate proposal development and the review process.

Please submit one-sided documents with one-inch margins, single-spaced with 10-12 pt type.

All proposals must be organized and tabbed with labels for the following headings:

1. **RFP Form.** The State's Request for Proposal Form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the



proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
  - a. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
  - b. A specific point-by-point response, in the order listed, to each requirement in the RFP.
4. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form. Proposals which do not clearly outline costs so that they can be evaluated accurately with information submitted in the proposal are subject to disqualification.

### **Proposal Evaluation Criteria**

Each proposal will be evaluated by a review committee according to the following criteria:

1. ***Demonstrated ability to meet the SOW (45%).*** The offeror must demonstrate that it is capable of producing quality NEPA documents. Please include the following:
  - (a) Five prior NEPA compliance documents (environmental assessments or environmental impact statements) that were completed by the offeror in the state of Utah within the past three years must be submitted. These will be reviewed as examples of completed projects by the offeror. Please include a cover sheet on the front of these documents that lists the following:
    - (i) Client's name and address (these clients may be contacted as references)
    - (ii) Project title
    - (iii) Client contact and phone number
    - (iv) Project manager for firm
    - (v) Project budget
    - (vi) Period of performance
    - (vii) Project summary, including scheduling performance and cost performance
  - (b) Please provide proof of your company's abilities to complete projects on time by three letters of reference from prior clients.
  - (c) Financial responsibility of the firm. Supply a recent financial report, or bank reference, for evaluation of financial capability.
  - (d) Describe familiarity with the State of Utah and its habitat, wildlife, and ecosystems.
  - (e) Describe ability to attend on-site visits in project areas and meetings throughout Utah on short notice if an issue needs to be addressed.

- (f) The offeror must demonstrate that his/her company has the resources available to complete the services described in the SOW. A chart showing available staff with qualifications must be included. Also, please provide a list of any equipment or software that your company has access to that would enable you to perform the SOW (i.e. Arc View software, Microsoft Office, Adobe Acrobat).
- 2. ***Background and Experience of the offeror (25%)***. The offeror must show that the principal planner and staff are qualified through education and work experience to successfully administer the SOW. Please provide the following:
  - (a) Provide a list identifying each person who will be involved in writing the document with their qualifications, education, specialized experience and expertise related to this type of project (i.e.habitat restoration, range ecology). Please put this in a table format for clarity.
  - (b) Clearly describe the role, authority, responsibility and reporting relationships of individuals within the team and the offeror's key project personnel, identified by name.
  - (c) Please include a contingency plan as to the personnel who would step up and assume leadership or technical roles in case a key employee that is working on this project is no longer able to perform the job (i.e. leaves the company, sick).
  - (d) The company's reputation may be evaluated by contacting other agencies.
- 3. ***Timeframe (10%)*** Please give a rough estimate of a time line of how long you feel it will take you to do the project.
- 4. ***Cost (20%)***. Proposed costs to perform assigned duties must be reasonable and cover all fees outlined in the SOW.

## Cost Proposal Form

### **COST PROPOSAL**

#### ***Document Preparation:***

Research	\$ _____/hour
Meetings	\$ _____/hour
On-site visits/surveys	\$ _____/hour
Document Writing	\$ _____/hour
Quality Control	\$ _____/hour
Printing Costs	\$ _____/page (black and white)
Printing Costs	\$ _____/page (color)
Binding	\$ _____/document
Miscellaneous Costs (please specify and list below)	\$ _____/
	\$ _____/
	\$ _____/

***Consultant fees*** per hour (document research, surveys, preparation, writing, meeting attendance, etc.) and the estimated number of hours you think will be required of each consultant for this project:

Name_____	Title_____	\$_____/hour x_____	time spent = \$_____
Name_____	Title_____	\$_____/hour x_____	time spent = \$_____
Name_____	Title_____	\$_____/hour x_____	time spent = \$_____
Name_____	Title_____	\$_____/hour x_____	time spent = \$_____
Name_____	Title_____	\$_____/hour x_____	time spent = \$_____
Name_____	Title_____	\$_____/hour x_____	time spent = \$_____
Name_____	Title_____	\$_____/hour x_____	time spent = \$_____
Name_____	Title_____	\$_____/hour x_____	time spent = \$_____

Estimated total costs for consultants: \$\_\_\_\_\_

***Estimated total cost of project:*** Please estimate based on the figures above what your estimated total cost would be for preparation of this environmental assessment.

**Estimated total cost of project:** \$\_\_\_\_\_

## RFP Evaluation Score Form

### DIVISION OF WILDLIFE RESOURCES, HABITAT INITIATIVE, NATIONAL ENVIRONMENTAL POLICY ACT PROJECT. Solicitation # NO5586

Firm Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Score will be assigned as follows.

0=No response, no experience, not qualified

1=Inadequate, fails to meet needs

2=Fair, partially responsive

3=Acceptable, meets minimum requirements

4=Above average, exceeds minimum in some areas

5=Extensive experience, excellent quality

#### 1. Scope of Services (45 points possible) Score Weight Points (0-5)

Examples of Past NEPA documents	_____	x3	_____
Ability of company to meet Division needs	_____	x3	_____
Demonstrated understanding of DWR's mission	_____	x1	_____
Creative approach to writing environmental documents	_____	x1	_____
Resources	_____	x1	_____

#### 2. Specific Staff Experience (25 points possible)

Expertise of staff involved in project	_____	x2	_____
Company's reputation and experience	_____	x1	_____
Demonstrated ability to perform duties	_____	x1	_____
Number of staff available to perform work	_____	x1	_____

#### 3. Timeframe (10 points possible)

Demonstrated ability to complete project within required time line	_____	x2	_____
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#### 4. Cost (20 points possible)

To be completed by Div. of Purchasing

Averaged hourly rate for consultants	_____	
Hourly cost for research and writing	_____	
Hourly cost for meeting attendance, surveys, site visits	_____	
Printing, publishing, and miscellaneous costs	_____	
TOTAL	_____	_____

**Total Evaluation Points (100 points possible)** \_\_\_\_\_